



# MOUNT ROGERS REGIONAL PARTNERSHIP

APPLY TODAY

Send cover letter, resume and any samples to [nhair@wcc.vccs.edu](mailto:nhair@wcc.vccs.edu). Position is open until filled. Initial review of applications will be on Feb. 13 with target start dates in spring.

## POSITION ANNOUNCEMENT

# LOCAL ECONOMIC DEVELOPMENT MANAGER

*Want to utilize your project management expertise, local government experience and/or administrative skills to build a more prosperous region? Looking to join a team that is passionate and fun? Make it here at the Mount Rogers Regional Partnership!*

## ORGANIZATIONAL OVERVIEW

Mount Rogers Regional Partnership (MRRP) is a leading regional economic development organization, serving six localities in the Mount Rogers Region and I81-I77 Crossroads area of Virginia. MRRP was established as a 501c3 in 1989 and is led by a 21-member board of directors, which is comprised of local government administrators and managers, local IDA or EDA representatives and private sector business leaders. The organization is focused on marketing, talent solutions, business retention and expansion and industry recruitment.

## POSITION DESCRIPTION

The Local Economic Development Manager aids its six localities in managing economic development projects, as well as assists these local governments with special projects and grant administration. This teammate will work to build and grow relationships with local leaders as their localities develop by providing resources available by stakeholders, state agencies and other economic development allies. This position also serves as the executive director of the Blue Ridge Crossroads Economic Development Authority and the Pathway Park Regional Industrial Facilities Authority.

## EDUCATION & EXPERIENCE

- Minimum undergraduate degree in business, marketing, or related field
- Economic development experience or local government project management preferred
- Familiarity with commercial real estate
- Familiarity with local government departments & processes

## BENEFITS

- Competitive salary range of \$50,000 to \$65,000 in a low cost of living region
- Attractive benefits package with Virginia Retirement System, as well as health, dental, life insurance, cell phone and mileage reimbursements

## CORE DUTIES

### PROJECT MANAGEMENT

- Serve as point of contact for business inquiries, leads and prospects for partner localities
- Serve as executive director for the Blue Ridge Crossroads Economic Development Authority and the Pathway Park Regional Industrial Facilities Authority
- Accurately document, complete and respond to RFIs
- Assist with tracking and documenting prospects, leads and projects—become knowledgeable of Salesforce platform
- Obtain comprehensive knowledge of regional and state business environment, as well as all incentive programs related to economic development projects
- Manage projects from initial inquiry until closure/announcement

### SPECIAL PROJECTS

- Assist localities in creating yearly economic development goals
- Prospect company outreach when requested
- Identify and communicate locality economic needs and assist with addressing deficiencies
- Assist with planning and hosting regional tours for prospects and consultants
- Build positive relationships with stakeholders, VEDP, government agencies and other economic development allies
- Liaison for local administrative offices on all issues related to economic development
- Assist with organizing executive and investor committees, board meetings and other organizational gatherings
- Assist localities with grant writing and grant administration
- Other duties as assigned

## REQUIRED SKILLS

- Strong interpersonal skills with ability to gain trust and confidence with various stakeholders, organizational partners and site prospects
- Self-motivator with ability to approach job responsibilities from an entrepreneurial perspective
- Problem solving with strong memory and recall to serve as information source for team and partners
- Business acumen and customer service oriented
- Excellent organizational and project management skills, working on deadline-oriented projects with ability to prioritize projects autonomously
- Ability to analyze data and communicate its impact on the local and regional economies
- Excellent written and verbal communication skills
- Proficient with standard office software programs—CRM, Microsoft Office, data tools, etc.
- Absolute team player with strong desire to learn and make a difference engaging multiple facets of the organization to accomplish the regional mission
- Understanding of the mission and goals of MRRP

## WORKING CONDITIONS & COMMITMENTS

- Valid driver's license and must be able to obtain a passport.
- Willingness to travel domestic and internationally (if needed)
- Willingness to work irregular hours as needed
- Commitment to continuous improvement in all job responsibilities